

Adopted: September 2001 , Revised: _____**Class Title: Streets Engineer****BRIEF DESCRIPTION OF THE CLASSIFICATION:**

Manages and directs all programs, activities and resources associated with maintaining, repairing, inspecting, and constructing the city's streets, sidewalks and bridges. Provides leadership and guidance for the division.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the classification. The following examples do not identify all duties performed by any single incumbent. Specific requirements of individual positions are described in the Job Description.

Physical Strength Code		ESSENTIAL FUNCTIONS
1	S	Manages the division by facilitating meetings, monitoring and appropriating funds, resolving divisional issues, integrating and coordinating the administrative, technical, maintenance and computer systems, analyzing new programs and processes, establishing goals and objectives, reviewing requirements and resources, ensuring processes are in place to achieve goals, setting up and monitoring systems such as performance indicators, reports and work performance, and establishing policies and procedures.
2	S	Supervises employees by administering personnel programs including benefits, training, pay, and corrective actions, meeting with employees, providing information, facilitating team meetings, making personnel program decisions, and approving hiring selections.
3	S	Provides public relation and city-wide coordination by representing the city in meetings with citizens, civic groups, businesses, news media, and state agencies, meeting with different city agencies to advice and/or coordinate related issues, handling situations with political or negative consequences, representing city in court cases involving area of responsibility, and reviewing and composing documents.
4	L	Performs maintenance by reviewing construction plans, providing technical guidance, resolving complex engineering issues associated with bridges and roadways, investigating and approving new repair and maintenance techniques, managing and prioritizing city wide major construction and maintenance projects, and performing as an incident manager during emergencies.

Adopted: September 2001 , Revised: _____**CLASS REQUIREMENTS:**

CLASS REQUIREMENTS	
Formal Education / Knowledge	Work requires broad knowledge in a general professional or technical field. Knowledge is normally acquired through four years of college resulting in a Bachelor's degree or equivalent.
Experience	Seven years experience in maintenance management.
Certifications and Other Requirements	Valid Driver's License
Reading	Work requires the ability to read codes, ordinances, policies, construction plans, technical manuals, research data and blueprints.
Math	Work requires the ability to perform general math calculations such as addition, subtraction, multiplication and division as well as college level trigonometry and algebra.
Writing	Work requires the ability to write policies, operating procedures, business correspondence, technical reports, ordinances, and grant applications.
Managerial	Managerial responsibilities include planning construction and maintenance projects, establishing long range goals and objectives and evaluating resources needed for the division.
Budget Responsibility	Oversees budget preparation of bureau budget and reviews and approves expenditures of significant budgeted funds for the bureau and may research and prepare recommendations for city-wide budget expenditures. Develops and manages budget for a number of CIP programs and projects.
Supervisory / Organizational Control	Work requires managing and monitoring work performance by directing subordinate supervisors or administrators, including making final decisions on hiring and disciplinary actions, evaluating program/work objectives and effectiveness, and realigning work and staffing assignments, as needed.
Complexity	Work is widely varied, involving analyzing and evaluating many complex and significant variables. City-wide policies, procedures, or precedents are developed and/or recommended.
Interpersonal / Human Relations Skills	Contacts others within the organization. These contacts may involve similar work units or departments within the City which may be involved in decision making or providing approval or decision making authority for purchases or projects. In addition, these incumbents work with individuals outside the City who may belong to professional or peer organizations. Working with various state and federal agencies may also be required of the employee. Extensive contact with citizens, civic organizations, and council members is established. Vendors and suppliers may also be called upon for information on purchases, supplies or products. Meetings and discussions may be conducted with civic groups, citizens, contractors, brokers, sales representatives, and other departments/agencies.

Adopted: September 2001 , Revised: _____**OVERALL PHYSICAL STRENGTH DEMANDS:**

Sedentary	X	Light	Medium	Heavy	Very Heavy
S = Sedentary Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time		L = Light Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	M = Medium Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	H = Heavy Exerting 50-100 lbs. occasionally, 25-50 lbs. frequently, or up to 10-20 lbs. constantly.	VH = Very Heavy Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time.	F = Frequently From 1/3 to 2/3 of the time.	O = Occasionally Up to 1/3 of the time.	R = Rarely Less than 1 hour per week.	N = Never Never occurs.
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This is a description of the way the job is currently performed; it does not address the potential for accommodation.

PHYSICAL DEMANDS	FREQUENCY CODE	DESCRIPTION
Standing	O	Supervision, observation, presentations
Sitting	F	Computer, desk work, meetings, presentations, answering telephone, driving
Walking	F	Supervision, inspections, observations
Lifting	R	Files, documents, reports, construction plans,
Carrying	R	Files, documents, reports, construction plans, briefcase
Pushing/Pulling	N	
Reaching	N	
Handling	O	Files, documents, reports, briefcase, laptop computer, construction plans
Fine Dexterity	C	Computer keyboard, calculator, writing
Kneeling	N	
Crouching	N	
Crawling	N	
Bending	N	
Twisting	N	
Climbing	N	
Balancing	N	
Vision	C	Computer, desk work, reading, writing, driving, filing, observations, supervision, presentations
Hearing	C	Telephone, co-workers, staff, customers, management, business and news media, citizens, civic groups, state agencies
Talking	F	Telephone, co-workers, staff, customers, management, business and news media, citizens, civic groups, state agencies, attending meetings and presentations
Foot Controls	F	Driving
Other (specify)	N	

Adopted: September 2001 , Revised: _____**MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:**

Computer, laptop computer, laser or inkjet printer, copy machine, fax machine, telephone, calculator, pager, motor vehicle, Standard Microsoft Windows and Office software, Advantage Financial System software (AFIN), Work Management software, Arc View, Budget program software

ENVIRONMENTAL FACTORS:

D = Daily	W = Several Times Per Week	M = Several Times Per Month	S = Seasonally	N = Never
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HEALTH AND SAFETY		ENVIRONMENTAL FACTORS	
Mechanical Hazards	N	Dirt and Dust	N
Chemical Hazards	N	Extreme Temperatures	N
Electrical Hazards	N	Noise and Vibration	N
Fire Hazards	N	Fumes and Odors	N
Explosives	N	Wetness/Humidity	N
Communicable Diseases	N	Darkness or Poor Lighting	N
Physical Danger or Abuse	N		
Other (see 1 below)	N		

PRIMARY WORK LOCATION	
Office Environment	X
Warehouse	--
Shop	--
Vehicle	--
Outdoors	--
Other (see 2 below)	X

(1)

(2) Project plan sites

PROTECTIVE EQUIPMENT REQUIRED:

None

NON-PHYSICAL DEMANDS:

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NON-PHYSICAL DEMANDS	
Time Pressures	F
Emergency Situations	O
Frequent Change of Tasks	F
Irregular Work Schedule/Overtime	F
Performing Multiple Tasks Simultaneously	F
Working Closely with Others as Part of a Team	F
Tedious or Exacting Work	F
Noisy/Distracting Environment	O
Other (see 3 below)	N

(3)